



SR ADMINISTRATIVE ASSISTANT

(Continuous Recruitment) Washington, DC

\$43,798–\$54,747 Annual Salary + Opportunity for Performance Bonus

THE ORGANIZATION

CPS Human Resource Services functions as a self-supporting public agency to assist public/non-profit sector employers in developing and enhancing their human resource programs. CPS offers a full range of professional services to include; HR consulting, test development/administration, and executive recruitment. [Click here](#) to learn more about our organization.

THE POSITION

Our Washington, DC Office is recruiting for a Senior Administrative Assistant. The incumbent will serve as primary technical support to management staff, professional staff and a large group of consultants. The incumbent will perform work related to: contract administration, timekeeping, scheduling, billing, expense reports and provide administrative support to consultants.

KEY DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Performs various paraprofessional administrative duties, such as; editing documents, building technical reports, filing, handling client/customer questions, operating various office equipment, and making travel arrangements.
- Create and maintain databases associated with contract-related project tracking.
- Finalize reports and other data at the request of consultants and other staff.
- Assist with contract administration including support for GSA schedules, invoicing and office support, and maintenance of contract related files. Reconciles and tracks monthly billings, revenues, and expenditures.
- Tracks status of contracts; monitors project budgets and informs project managers if costs may exceed the contract amount. Coordinate project and employment requirements with intermittent and consultant staff.
- Searches for pertinent requests for proposals; prepares proposals, contracts, and letters of agreement, with consultant or management input and review; formats, proofreads, edits, copies, and mails project proposals, contracts, letters of agreement, and final project reports. Prepare bid and other business presentations.
- Communicates with clients to accomplish business unit objectives, which typically involves answering questions, providing information about the status of projects and services, resolving issues, writing letters and memos, and sending client satisfaction surveys.
- Processes, codes and reviews intermittent consultant timesheets and expense claims; processes invoices for client billing, printing supplies, and printing services.
- Perform billable work such as write job descriptions, schedule interviews, conduct recruitments and surveys, schedule client meetings, and input client and CPS data using various software programs.
- Perform other administrative duties as requested.

QUALIFICATIONS:

Education: Associate's degree in a related field. A Bachelor's degree is highly desirable. Candidates with strong experience who lack the degree are encouraged to apply. **Experience:** Three years of increasingly responsible technical or administrative support experience involving customer service, document preparation, and technical report writing using computer applications such as word processing and spreadsheets.

BENEFITS: Our excellent benefits package includes; health, dental, vision, life, retirement, and many other competitive benefits. To learn more about our benefit programs, please [click here](#).

SELECTION PROCESS: Qualified candidates must complete the online application form at [Job Opportunities](#). Faxes and resumes will not be accepted. Qualified candidates will be contacted to participate in a **written examination**, and must successfully pass a background check.

FINAL FILING DATE: Continuous Recruitment with cut-off date of Sept 1, 2006 5:00 p.m. PDT for tentative written exam on Sept 15, 2006.

CPS is an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER